

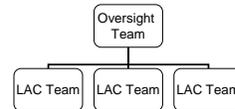
Local Assistance Center (LAC) Oversight Positions

Information Technology (IT) Representative Training

LAC Just-in-Time Training

Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



Information Technology (IT) Representative Position Description

- Coordinate
 - Communicate with Deployment Phase Subject Matter Expert over IT to finalize IT projects at the LAC sites.
 - Work with the LAC Managers and Information Technology Technicians for needed services and resources for the LACs.
 - Coordinate with IT personnel for services at all LACs.
 - Work with IT resources to accommodate FEMA equipment and personnel if needed.
- Manage
 - Provide direction to technicians to ensure overall efficiency of services.

IT Representative Position Description

- Consult
 - Consult with the Finance Representative on cost documentation requirements.
 - Discuss procurement decisions with the Purchasing Representative.
 - Consult with the Finance Representative and work with the Vendor Representatives for additional changes to contract agreements.

Quick Tips

- Check in with Oversight Manager
- Talk with Deployment Phase Subject Matter Expert over IT to finish IT projects at the LAC
- Review IT Representative Checklist

Good Luck

- Remember, the IT Representative is responsible for coordinating with IT Technicians to maintain communication and network capabilities.
- Thank you for your commitment.